



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM 2007-011

Date: November 17, 2007

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management Division

RE: Office for Domestic Preparedness (ODP) Secure Portal, Responder Knowledge Base (RKB), and Grants Reporting Tool (GRT) Access

In order to protect the security information included in grants management documents submitted to our office electronically, the Governor's Office of Homeland Security (OHS) requires subgrantees to submit certain documents via secure portals. In order to manage your grants there are additional websites that contain important information or are utilized for reporting purposes. It is very important that subgrantees become familiar with these sites and request access prior to submittal or reporting deadlines. As application and reporting deadlines approach, the volume of requests for access increase dramatically. Failure to allow enough time for your request to be processed could result in a missed deadline. This memo described the process to access the sites listed below.

- ODP Secure Portal
- Responder Knowledge Base (RKB)
- Grants Reporting Tool (GRT)

ODP Secure Portal

The Governor's Office of Homeland Security (OHS) required all Operational Areas (OA), Urban Areas (UA), State Agency (SA), and Transit Agency (TA) subgrantees to submit their FY2007 Homeland Security Grant Program (HSGP) and Transit Security Grant Program (TSGP) applications onto the ODP Secure Portal in conjunction with the hard copy mailed to the Grants Management Division (GMD). The following are steps to follow to assist you with uploading your document into the portal:

1. Access the ODP Secure Portal at <https://odp.esportals.com>
2. Access the appropriate "Compartment" ("California" or "TSGP")
3. Access "Library" (left hand side)
4. Access "FY07 HSGP/TSGP Application" (towards bottom of screen)
5. Access "Upload Document" (far right)

6. For “Title of Document” enter “FY07 HSGP/TSGP Application)
7. For “Description” enter “OA – Name” or “SA – Name” or “UA – Name” or “TA – Name” (for example, “OA – Alpine County, SA – Office of Homeland Security, UA – Bay Area, TA – Sacramento Regional Transit)
8. For “File” click the “Browse” tab to insert your FY 2007 Financial Management Forms Workbook (double-click on the file)
9. For “Use Revision Control System” click “No.”
10. Click “Upload” to add your document to the ODP Secure Portal.

Pertinent homeland security grant information is also available on the ODP Secure Portal. To gain access to the portal, contact BJ Bjornson at 916-826-4488 or BJ.BJORNSON@OHS.CA.GOV.

Responder Knowledge Base

The Responder Knowledge Base (RKB) was created to provide emergency responders, purchasers, and planners with a trusted, integrated, on-line source of information on products, standards, certifications, grants, and other equipment-related information. Located within the RKB is the Authorized Equipment List (AEL), which identifies those equipment items authorized with homeland security dollars.

The Authorized Equipment List (AEL) is produced by the U.S. Department of Homeland Security (US DHS). It is the generic list of equipment items allowable under several DHS grant programs, including the Homeland Security Grant Program (HSGP). This current version of the AEL is applicable to Fiscal Year 2005 and all later years.

The RKB is located at <https://www.rkb.us> . Click on “Create Account” and follow the instructions provided.

Grants Reporting Tool

The Grants Reporting Tool (GRT) is the federal on-line database wherein all homeland security subgrantees enter progress report information twice a year via the Biannual Strategy Implementation Report (BSIR). The Initial Strategy Implementation Plan (ISIP) is also entered into the GRT at the beginning of each grant year (for the past 2 years this task has been completed by the OHS).

The GRT may be accessed at www.reporting.odp.dhs.gov. To register for an account, follow the instructions that read “If you need to register for an account please click here.” Once you have registered, please contact your OHS Program Representative so they may approve your status as an “active” user in the system.

The OHS holds six (6) statewide trainings in January and July prior to the BSIR due dates of January 31st and July 31st. The subgrantee deadline is normally one (1) week prior to the state’s deadline for submission as mentioned above.

In conclusion, this information is provided to assist our subgrantees in obtaining all relevant and pertinent information regarding the successful management and reporting of their homeland security grants. It should be noted, however, that these systems are not operated or administered by the OHS.

For further information or assistance, please feel free to contact your OHS regional representative.

Sincerely,

A handwritten signature in blue ink, appearing to be "L. Davis", is positioned above the typed name.

Larry M. Davis

Deputy Director

Governor's Office of Homeland Security